

Requirements for Appraisals

The following criteria apply to both **annual performance appraisals** as well as **probationary performance appraisals**:

- The rating supervisor needs to confer with the reviewing supervisor **before** completing the performance appraisal.
- Fill out the performance appraisal.
- Once the rating supervisor and employee have signed the appraisal, the rating supervisor is responsible for forwarding the paperwork to the reviewing supervisor.
- After the reviewing supervisor has signed the paperwork, they then forward the paperwork to the Central Office Personnel Division.
- Forwarding an incomplete performance appraisal to the Personnel Division does not constitute meeting the deadline.
- Do not forward the paperwork to Central Office Personnel until it is completed by all parties: rating supervisor; reviewing supervisor and employee.
- When in doubt or if you have questions, line Pat Stroud at 317.

IT IS THE RESPONSIBILITY OF THE IMMEDIATE SUPERVISOR TO OBTAIN ALL REQUIRED SIGNATURES AND MEET DEADLINES. FAILURE TO MEET DEADLINES COULD COST THE EMPLOYEE MONEY!